



Safeguarding Children Policy

Estudiantes CIO

Charity Commission Registration No.1204385

Registered Address: 120 School Road, Copford, Colchester CO6 1BX

Email: info@estudiantes.co.uk

Website: www.estudiantes.co.uk

1. Policy Statement

Estudiantes uses sport to improve the lives of children and young people in Haringey in North London. It provides service delivery directly to children and young people. As part of its operational model, it collects information about the educational and attendance record of the children and young people it works with.

It is the responsibility of Estudiantes' Directors, staff and volunteers to ensure that its safeguarding policies are followed when children and young people come into contact with the organisation.

The Designated safeguarding lead at Estudiantes is Maria Betancourt. She can be contacted at safeguarding@estudiantes.co.uk

Estudiantes is committed to taking positive action to combat unlawful discrimination in every respect of its work. We will ensure that all children and young people have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. We recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

This policy seeks to ensure that we at Estudiantes are undertaking our responsibilities with regard to the protection of children and will respond appropriately to all concerns raised. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with (either directly or indirectly) know this and are empowered to tell us if they are suffering harm.

- We want parents and carers, whose children use our organisation, to be supported to care for their children in a way that promotes their child's health and well-being and keeps them safe.
- This document has regard to the statutory guidance *Working Together to Safeguard Children 2015 (or Working Together)*. Child Protection has to be considered within professionals' wider "safeguarding" responsibilities that include a duty to co-operate under the *Children Act 2004* and takes account of the need for children to 'be healthy' and to 'stay safe'.
- If we discover or suspect a child is suffering harm, we will notify the relevant Local Authority's Safeguarding Children Team or the Police in order that they can be protected if necessary. (See Appendix A for the categories of abuse)
- We will review our Safeguarding Children Policy and Procedures on an annual basis (or when there are changes in legislation) to make sure they are still relevant and effective.

*We at **Estudiantes** believe that every child must be protected from harm at all times.*

2. Responsibilities

This policy also seeks to make the professional responsibilities clear to all staff, volunteers and Directors to ensure that statutory and other duties are met in accordance with national requirements and procedures.

The Responsible Director for Safeguarding must ensure that this policy is in place and that sufficient time and resources are allocated for implementation. Additionally, 'Safeguarding Issues' will be a standing agenda item on the regular meetings of the Management Team.

The Management Team must ensure that the policy is accessible to all through the Designated Safeguarding Lead who takes responsibility for ensuring that all staff have induction and access to training, and who oversees the development of a safeguarding culture (Appendix B).

All Staff and Volunteers need to have read, be familiar with and feel confident in implementation of the policy during their induction period.

3. Safe Recruitment, Induction & Training

Estudiantes ensures safe recruitment: all job descriptions or roles that involve contact with children and families make a clear statement about safeguarding responsibilities.

Estudiantes ensures that checks are obtained via the Disclosure and Barring Service (DBS)¹ (and acted upon prior to their engagement) for paid and unpaid staff, Directors and volunteers who undertake 'specified activities' with vulnerable adults and children, in accordance with the Protection of Freedoms Act 2012. Those people in relation to whom we will make such applications are those in any position giving regular contact or access to children up to the age of eighteen or similarly vulnerable adults. The DBS check is renewed at least as frequently as once every 3 years.

¹The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA)

Two references will be sought for new staff, volunteers and Directors and followed up as necessary.

A robust approach to the application process will be adhered to, using application forms designed to elicit a full and relevant history of applicants along with interviews, and proof of identity will be sought.

Where an allegation of misconduct or abuse is made against a staff member, volunteer, or Director, said individual will be suspended from duties with immediate effect until all investigatory measures are concluded by the relevant authority (Local Safeguarding Children's Board (LSCB), Police, and Social Services).

Cases of misconduct towards children involving employees, volunteers or Directors will be reported to the relevant Local Safeguarding Children Board (LSCB) – in Estudiantes' case the Haringey Safeguarding Partnership - as set out in the Children's Act 2004.

Upon appointment all staff and volunteers will receive an induction and basic training in line with [*Working Together 2015*](#). This will include information on recognising where there are concerns about a child, where to get advice and what to do if no one seems to have taken their concerns seriously. Staff will also receive training in all organisational policies (Whistle Blowing, Safeguarding Children and Adults at Risk, Complaints Procedure, Equal Opportunities and Anti-Bullying and Harassment Policy) to ensure they fully understand their duties, and are confident to share information when appropriate. Training will be refreshed at least every 3 years.

We will endeavour to make this organisation a safe and caring place for children to be by having guidance and a Code of Conduct for Staff and Volunteers, with which all will be expected to comply (Appendix C).

We acknowledge that this work can be stressful and we have internal Supervision and access to external Clinical Supervision arrangements in place for all staff to support them in their work.

We expect discussions about Safeguarding to take place between staff, within supervision sessions and more formally in team meetings, to feed up to the Management Team meetings and ultimately to have a space within Board meetings, as we are committed to this work.

4. Safeguarding and Promoting the Welfare of Children

The definition for safeguarding and promoting the welfare of children in [*Working Together to Safeguard Children 2015*](#) is:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Where there is a safeguarding issue, Estudiantes *will* work in accordance with the principles outlined in *Working Together* and within the local Safeguarding Children Team's policies and procedures:

- A child's welfare is paramount. Each child has a right to be protected from harm and exploitation and to have their welfare safeguarded.
- Each child is unique. Action taken by child welfare organisations should be child-centred, taking account of a child's cultural, ethnic and religious background, their gender, their sexual orientation, their individual ability and any special needs.
- Children, parents and other carers should be made aware of their responsibilities and their rights, together with advice about the power of professionals to intervene in their family circumstances.
- Parents and carers will be advised about Estudiantes' Safeguarding Policy when their children start receiving services from Estudiantes, so that they are clear that we promote a Safeguarding culture within our organisation (Appendix D).
- If a child is at risk of significant harm, there is a duty on the organisation to share information with statutory services. The referral should always be made to the local authority in which the child resides. This will be explained to the child or family member and appropriate reassurance given.
- Personal information is usually confidential. It should only be shared with the permission of the individual concerned (and/or those with parental responsibility) **unless** the disclosure of confidential personal information is necessary in order to protect a child or promote their welfare. In all circumstances, information must be confined to those people directly involved in the professional network of each individual child and on a strict "need to know" basis (see also our Information Sharing guidance).
- Professionals should be mindful of the effects of outside intervention upon children, upon family life and the impact and implications of what they say and do, however this should not override the safety and welfare of the child.
- Explanations by professionals to children, their families and other carers should be plainly stated and jargon-free. Unavoidable technical and professional terminology should be explained in simple terms.
- Sound professional practice is based upon positive inter-agency collaboration, evidence-based research and effective supervision and evaluation.

5. Safeguarding Children Procedure for Estudiantes

The process outlined below details the stages involved in raising and reporting safeguarding concerns.

- Staff / Volunteer communicate their concerns with their Line Manager as soon as is practical to do so. The Line Manager will report the concerns to the Designated Safeguarding Lead immediately
- If there is imminent risk of harm, or a child has been injured, call 999 for Police or Ambulance.
- If able to do so discuss with the child your concerns and that you have a duty to seek further help from statutory services (this could be help for them or for a third party if they have expressed concerns about the welfare of a child who is not cared for by them).

- Record what has happened in the notes, providing as much detail as possible, including time, date, how you discovered what was happening and what was said and done. An incident form must also be completed.
- Line Manger, with support from the Designated Safeguarding Lead, develops a Support Plan for the child
- If appropriate, the Line Manager will contact the local Children’s Services Safeguarding Team to make a referral within 24hrs of the concern coming to light.
- Line Manager maintains contact with Children’s Services to ensure collaborative working and to ensure that an outcome of the referral is recorded.
- Staff / Volunteer to continue work with service user as per Support Plan if appropriate.

As per statutory government guidance ‘[Working Together to Safeguard Children 2015](#)’ **anybody** can make a referral. However, due to our staffing structures, Estudiantes have agreed that this process should always be carried out by Line Managers or the Designated Safeguarding Lead.

Staff and Volunteers must make every effort to contact either of these individuals if they have a concern that they feel should result in a referral to the local authority. This is in order to support every staff member in their work.

6. Allegations against our Staff or Volunteers

Estudiantes recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

Any member of our staff (paid or unpaid) is required to report concerns or allegations against any professional or volunteer working for any organisation, in the first instance to their Line Manager. Staff will be asked to make a written record of this with as much detail as possible.

Line Managers will discuss with the Designated Safeguarding Lead, and contact will be made with the Safeguarding Children’s Services Local Authority Designated Officer (LADO), to report to them. Any advice or process should then be followed.

Date first adopted: 1st August 2022

Review dates:

Date of review	Amendments/Updates made	Reviewed accepted as is <input type="checkbox"/>	& Proposed next review date
1 st April 2023	Reviewed, updated		1 st October 2023
1 st October	Reviewed, updated		1 st April 2024

2023			
------	--	--	--

Appendix A

Categories of Abuse

Working Together to Safeguard Children 2015 defines the main categories of child abuse, which is also used for the purposes of drawing up child protection plans for children at risk of harm. The categories are as follows:

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Female Genital Mutilation (FGM) is included in this category.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone

Recognising the Signs and Symptoms of Abuse

There is no clear dividing line between one type of abuse and another. The following section is divided into four areas to help categorise what may be seen or heard. Children/young people may show symptoms from one or all of the categories. This should not be used as a checklist. Staff and volunteers should be aware of anything unusual displayed by the child.

PHYSICAL SIGNS OF ABUSE	<ul style="list-style-type: none"> • Bruise marks consistent with either straps or slaps • Undue fear of adults - Fear of going home to parents or carers • Aggression towards others • Unexplained injuries or burns – particularly if they are recurrent and especially in babies • Any injuries not consistent with the explanation given for them • Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc. • Reluctance to change for, or participate in games or swimming • Bruises, bites, burns, fractures etc. which do not have an accidental/ satisfactory explanation • Cuts/scratches/substance abuse • Hitting (with the hand or implement) smacking, punching, kicking, slapping, twisting/pulling ear, hair or fingers, holding/squeezing with a tight grip, biting, and burning • Specific FGM indicators, including: - <ul style="list-style-type: none"> o Having difficulty walking, standing or sitting o Spending longer in the bathroom or toilet o Appearing quiet, anxious or depressed o Acting differently after an absence from school or college o Reluctance to go to the doctors or have a routine medical examination
--------------------------------	---

<p>SIGNS OF NEGLECT</p>	<ul style="list-style-type: none"> • Exposure to danger/lack of supervision • Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc. • Injuries that have not received medical attention • Inadequate/inappropriate clothing • Constant hunger • Poor standards of hygiene • Untreated illnesses • Persistent lack of attention, warmth or praise
<p>SIGNS OF EMOTIONAL ABUSE</p>	<ul style="list-style-type: none"> • Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also, depression/ aggression, extreme anxiety • Nervousness, frozen watchfulness • Obsessions or phobias • Sudden under-achievement or lack of concentration • Inappropriate relationships with peers and/or adults • Attention-seeking behaviour • Persistent tiredness • Running away/stealing/lying • Humiliating, taunting or threatening a child whether in front of others or alone. • Persistent lack of attention, warmth or praise. • Shouting/yelling at a child • Radicalisation – use of inappropriate language, possession of violent extremist literature, behavioural changes, the expression of extremist views, advocating violent actions and means, association with known extremists, seeking to recruit others.

**INDICATORS OF
POSSIBLE
SEXUAL ABUSE**

- Language and drawing inappropriate for age.
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Regularly engages in age-inappropriate sexual play
- Sexual knowledge inappropriate for their age
- Wariness on being approached
- Soreness in the genital area or unexplained rashes or marks in the genital areas
- Pain on urination
- Difficulty in walking or sitting
- Stained or bloody underclothes
- Recurrent tummy pains or headaches
- Bruises on inner thigh or buttock.
- Any allegations made by a child concerning sexual abuse
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia
- Unaccounted sources of money
- Telling you about being asked to 'keep a secret' or dropping hints or clues about abuse.

**Remember- Signs and symptoms often appear in a cluster, but also many of the indicators above may be caused by other factors- if in doubt check it out.
The most important factor is a report by the child**

APPENDIX B

DESIGNATED SAFEGUARDING LEAD (DSL) & RESPONSIBLE TRUSTEE

The Designated safeguarding lead at Estudiantes is Maria Betancourt. She can be contacted at safeguarding@estudiantes.co.uk

She has been selected as she has sufficient knowledge and expertise in the field of safeguarding and child protection and has completed appropriate training.

The Designated Safeguarding Lead's role is:

- To provide support and guidance to other professionals working in Estudiantes to recognise and respond to the needs of children including prevention from possible abuse or neglect.
- To support Staff to make sure that they have suitable links and contact details for their Local Safeguarding Children Boards (LSCB) - Haringey Safeguarding Partnership in Estudiantes' case.
- To promote safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a Disclosure and Barring Service (DBS) check.
- To ensure that Staff and Volunteers have the appropriate level of supervision and support, including undertaking safeguarding training.
- To ensure that Staff and Volunteers are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported when they do.
- To act as a source of advice on all safeguarding matters and seek further advice and guidance from local statutory agencies as and when required.
- Ensure that a record is kept of any concerns about a child or person working with them and of any conversation or referrals to statutory agencies.
- To conduct regular audit activity to ensure the organisation is working in line with current practice including analysis of all reports relating to safeguarding to ensure learning and any patterns are identified.

It is not the responsibility of the Designated Safeguarding Lead to decide whether abuse has happened or not - that is the responsibility of Social Services or the Police to investigate.

APPENDIX C
GUIDANCE FOR STAFF AND VOLUNTEERS

Working Together 2015 explains that everyone has a responsibility to promote the welfare and safety of children, therefore it is the responsibility of Estudiantes to develop and nurture a culture that supports this approach.

Please read this guidance carefully. It will tell you what you need to know to safeguard children.

All staff and volunteers are expected to follow this guidance.

- The Designated safeguarding lead at Estudiantes is Maria Betancourt. She can be contacted at safeguarding@estudiantes.co.uk
-

If you have any queries around the safety and welfare of any child, please contact them.

Please read:

- This guidance
- The Code of Conduct for staff and volunteers

You must follow the advice given in the documents above. If there is anything that you do not understand or do not agree with, please talk to your DSL about this.

All staff and volunteers must inform the DSL if they are: -

- Charged with a criminal offence involving a child, violence, breach of trust or a criminal offence relevant to their duties, for example driving offence if they are driving as part of their duties.
- Investigated by any authority due to concerns that you may have had involvement in causing harm to a child.
- Diagnosed with any medical condition that may affect your ability to carry out your role.
- Make sure you know what to do if a child tells you or you suspect that they are being harmed.

If you Suspect Abuse, the Key points are: -

X - DO NOT

- Carry out your own investigation
- Put words in any child's mouth by asking direct questions such as "Did your Dad do it?"
- Feel that you must inform parents/carers if you think it may put the child at risk of further harm or cause them to be silenced.
- Ignore your worry
- Ask the child to sign what you have recorded or to repeat it to another member of staff
- Take photographs of any injury

- Delete information/ photographs from a computer/ memory stick/ mobile phone or any other electronic device
- Make promises to the child.

✓ - **DO**

- Ask open-ended questions to clarify your concern e.g. “What happened to your arm?”
- Listen to the child
- Pay attention to your “gut feelings” and professional judgment
- Take action.

Action to take: -

1. If a child has a serious injury (for example involving pain and bleeding) or is in immediate danger (for example parent/ carer has arrived to collect a child and is unfit to care for them, or a child left alone at home) dial 999 and request assistance from the ambulance service and/or police. If you know or suspect the child has come to harm through the actions of another, make sure that the professional you hand the child over to understands this and take their name and record it.
2. You must report that you have had to do this to your Line Manager or the DSL immediately and an Incident Form must be completed.
3. If it seems that a child has been abused in any way including sexual abuse (but is not in immediate danger) report this immediately to your Line Manager or the DSL.
4. If the concern is long term rather than immediate, for example a child who is often dirty, smelly or who has disruptive behaviour, you should discuss this with your Line Manager or the DSL who will decide whether it meets the threshold for making a referral to Social Services.

Remember - all concerns or referrals **MUST** be recorded.

Code of Conduct for Staff and Volunteers

1. Always remember that while you are in contact with other people’s children you are in a position of trust and your responsibilities to them and the organisation must be uppermost in your mind at all times.
2. Never use any kind of physical punishment or chastisement such as smacking or hitting.
3. Do not smoke in front of any child.
4. Do not use unprescribed drugs or be under the influence of alcohol.
5. Never behave in a way that frightens or demeans any child or young person.
6. Do not use any racist, sexist, discriminatory or offensive language.
7. Do not give your personal contact details / personal website details to children, parents and carers.
8. Do not use internet or web-based communication channels to send personal messages to / befriend children.
9. Do not take pictures of children you come into contact with through your work.

10. Do not give children presents or personal items.
11. Do not engage in any sexual activity (this would include using sexualised language) with a child you meet through your duties or start a personal relationship with them, this would be an abuse of trust.
12. Do not engage in any physical contact with a child.
13. Do talk explicitly to children about their right to be kept safe from harm.
14. Do listen to children.
15. Do make sure you have read the Safeguarding children procedure and that you feel confident that you know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns.
16. Do seek advice and support from your colleagues, Line Manager or supervisors and your DSL.

APPENDIX D

Information for Parents

Estudiantes is committed to Safeguarding Children from abuse, and work collaboratively with Children's Services to ensure that happens.

We have a safeguarding children policy and procedure. You can ask for a full copy of this. Below is a brief summary of the key points.

We aim to keep children safe by:

- Our designated safeguarding lead is Maria Betancourt. She can be contacted at safeguarding@estudiantes.co.uk
- Please contact her if you have any safeguarding concerns about any child or the behaviour of anyone working in the organisation
- Ensuring all staff and volunteers are properly checked, vetted and trained.
- Making proper arrangements for all activities.
- Having a code of conduct for staff/volunteers and making sure that all staff and volunteers know what to do if they have concerns about a child.
- Following National Guidance and Local Safeguarding Children Board (Haringey Safeguarding Partnership in Estudiantes' case) policies and procedures.

We would ask you to support us in keeping children safe by:

- Treating people with respect
- Talking to the Designated Safeguarding Lead if you have concerns about any child using the organization, or the behaviour of any adult in the organisation.